

**State Treasurer's Office**  
**Testing Office**

915 Capitol Mall, Room 538  
Sacramento, CA 95814

**Associate Governmental Program  
Analyst  
Written Test Study Guide  
& Sample Test Questions**



## WELCOME

Thank you for your interest in the Associate Governmental Program Analyst (AGPA) classification. This guide is designed to familiarize and assist you with preparing for the AGPA exam. The test contains 105 multiple-choice items in four content sections: 1) Written Communication, 2) Reading Comprehension, 3) Mathematical Calculations, and 4) Situational Judgment. The sample questions provided in this guide are intended to give you an idea of the kinds of questions you will encounter in the written test. However, it is important to note that actual test questions may vary in format and content.

## HOW SHOULD I PREPARE FOR THE WRITTEN TEST?

To prepare for the Associate Governmental Program Analyst (AGPA) written exam, you should study contents assessed in each section of the test. You will be provided a calculator for this test.

On the test day, it is strongly recommended that you arrive 15 minutes prior to the test's starting time, and make sure you are well rested. Also, remember to bring your test notice and a picture ID, or you may not be admitted into the test.

## TEST-TAKING TIPS

The AGPA exam has a 3 hour and 30 minutes time limit, so it is important that you work quickly, but not so fast as to become careless. Always read all the possible choices before selecting your answer. If you do not know the answer to a problem, it is usually best to skip it and move on to the others. Your score will be based on the number of correct responses. If you are unsure of the answer to a problem, eliminate the answers you believe are wrong, and mark the choice that is your best response. Above all, budget your time, pace yourself, and avoid getting bogged down on any single question.

## TEST CONTENT:

***Written Communication*** - This test section will assess your skills in using correct grammar, spelling, word usage and meaning, and sentence and paragraph structure.

***Reading Comprehension*** – This section of the test will assess your skills to analyze, interpret, and apply information and data contained in a variety of written materials.

***Mathematical Calculations*** – This section of the test is designed to assess your knowledge and skill in solving a variety of mathematical computations.

***Situational Judgment*** – This section of the test is designed to assess your ability to effectively handle a variety of situations related to dealing with employees, employers, and other staff that you may encounter as an Associate Governmental Program Analyst. You will be presented with a series of brief scenarios.

## ANSWER SHEET

## SAMPLE WRITTEN COMMUNICATION QUESTIONS

The following is the types of question you may find in the AGPA examination. The questions will assess your skills using correct spelling, grammar, punctuation and sentence structure. However, actual questions will vary in format and content.

1. A comparison of the project billing \_\_\_\_\_ that program funds and staff \_\_\_\_\_ used inappropriately.
  - A. indicate, was
  - B. indicates, was
  - C. indicates, were
  - D. indicating, had been
  
2. The proposed change in language \_\_\_\_\_ consistency with the current claims \_\_\_\_\_ requirements and ensures federal financial participation.
  - A. provide, submitting
  - B. provides, submission
  - C. provided, submitting
  - D. providing, submission

Place each of the following sentences into the most logical paragraph.

3.
  - A. This helps ensure that the public will be adequately educated on risk factors and clients are informed of interventions.
  - B. Each group is responsible for developing a local hepatitis prevention plan as a blueprint of implementing local hepatitis education and prevention interventions.
  - C. The State currently reimburses all local health departments for providing treatment or making necessary referrals to clients who test positive for hepatitis.
  - D. Local health jurisdictions have organized planning and implementation groups comprised of health department staff, representatives from community-based organizations, and advocates from the communities they serve.
  - A. D, C, A, B
  - B. D, B, C, A
  - C. C, A, D, B
  - D. C, D, B, A

## SAMPLE READING COMPREHENSION

The following is the types of questions you will find in an AGPA exam. This test section is designed to assess your skill to read and comprehend various sources of information. You will be asked to analyze, interpret, and apply information and data contained in a variety of written materials.

Use the following to answer question #4.

Researchers from the University of California, Los Angeles conducted a study of more than 8,000 people who utilized at least one of ten beaches in Southern California in 1999. The researchers discovered that the rate of respiratory and gastrointestinal illness among people who had been swimming in the waters of at least one of these beaches was 69.6 per 1,000, whereas the respiratory and gastrointestinal illness rate among those who had not been swimming was 29.5 per 1,000.

4. Which of the following conclusions can be drawn from the data above?
- A. People tend to underestimate the risks of swimming in the ocean.
  - B. Illnesses other than respiratory and gastrointestinal are not likely to be associated with swimming at any of these beaches.
  - C. There is some evidence of a relationship between swimming at these beaches and the occurrence of respiratory and gastrointestinal illness.
  - D. Respiratory and gastrointestinal illnesses occur at a higher rate as a result of swimming at these ten beaches than they do as a result of swimming at other beaches.

Use the following to answer question #5.

Despite an abundant food supply in the United States, people in some households lack access to enough food to meet their basic needs (referred to as food insecurity). In 1999-2000 County Health Survey included a set of six questions to assess food security among 1,898 households. Based on responses to the questions, households in the survey were classified as either food secure or food insecure. The table below summarizes the prevalence of food insecurity among households with and without children by household income.

Household Income	With Children Percent	Without Children Percent	All Households Percent
Under \$25,000	42.4%	41.9%	35.1%
\$25,000 to \$35,000	42.2%	39.3%	26.3%
above \$35,000	25.3%	22.5%	16.2%

5. According to the above information which one of the following households has the highest percentage of food insecurity?
- A. Households with an income above \$35,000 with children.
  - B. Households with an income below \$25,000 with children.
  - C. Households with an income below \$25,000 without children.
  - D. Households with an income between \$25,000 and \$35,000 with children.

## SAMPLE MATHEMATICAL CALCULATIONS

**Tips to remember in solving mathematical problems:**

**Read the problem entirely** to get a feel for the whole problem

**List information and variables you identify**

Attach unit of measurement to the variables (gallons, miles, inches, etc)

**Define what answer you need**, as well as the unit of measurement

**Work in an organized manner** to help you think clearly

Draw and label all graphs and pictures clearly

Note or explain each step of your process; this will help you track variables and remember their meanings

**Look for the "key" words** in the question that indicate a certain mathematical operations.

**Instructions:** Read the information provided and perform the calculations necessary to determine the correct answer.

The following are sample questions you may find on an AGPA exam. This test section is designed to assess your knowledge and skill in solving a variety of mathematical computations.

Use the following to answer questions 6 – 8.

### Consumer Complaints Statistics

Year	Number of Complaints (in millions)	Yearly Increase (in millions)	Year	Number of Complaints (in millions)	Yearly Increase (in millions)
1990	5.75		1995	8.76	2.61
1991	8.61	2.86	1996	9.50	0.74
1992	9.35	0.74	1997	11.25	1.75
1993	7.52	-1.83	1998	11.00	-0.25
1994	6.15	-1.37	1999	10.12	-0.88

6. According to the table above, by how many million did the number of consumer complaints increase from 1995 to 1997?
- A. 2.49
  - B. 4.85
  - C. 5.10
  - D. 29.51
7. According to the table above, during which of the following yearly intervals was the change in the number of consumer complaints the least?
- A. 1990-1991
  - B. 1991-1992
  - C. 1994-1995
  - D. 1996-1997
8. Forecasters predict that the number of consumer complaints will continue to decrease. If the number of consumer complaints decreases by 10% from 1999 to 2000 and then decreases 25% from 2000 to 2001, according to the table on the previous page, how many consumer complaints will there be in 2001?
- A. 6.58
  - B. 6.83
  - C. 7.51
  - D. 8.88

Use the following to answer questions 9 – 11.

**Yearly Standard Operating, Travel, and Equipment Costs  
Per Full-time Employees**

Training	\$ 480
Consolidated Data Center	\$ 765
Printing	\$ 895
Communications	\$ 936
Office Automation	\$ 2,152
General Expenses	\$ 2,645
Facilities Operations	\$ 5,129
Travel In-State	
Light	\$ 2,168
Medium	\$ 6,345
Heavy	\$10,689

9. According to the information above, what are the total yearly standard operating, travel, and equipment costs for two (2) full-time employees? One employee would be considered a light traveler and the other would be considered a heavy traveler.
- A. \$23,691  
B. \$32,204  
C. \$38,861  
D. \$64,408
10. According to the information above, what percent of total expenses for a medium traveler is accounted for by facility operations and communications?
- A. 3.2%  
B. 18.8%  
C. 31.3%  
D. 39.9%
11. Partial federal funding is provided to pay for a portion of an agency's operating, travel, and equipment costs. Federal funds cannot be used to pay for general expenses. Federal funding is provided at \$1.26 for every \$5.00. How much in federal funds can the agency expect for four employees? Three employees are medium travelers and one employee is a light traveler.
- A. \$12,526  
B. \$15,783  
C. \$18,543  
D. \$29,796

## **SAMPLE OF SITUATIONAL JUDGMENT**

The following are sample questions you may find on an AGPA exam. This test section is designed to assess your ability to effectively handle a variety of situations related to dealing with employees, employers, and other staff that you may encounter as an Associate Governmental Program Analyst.

---

After being out of the office for a week conducting on-site audits, you return to a backlog of audit reports to be completed, audit conferences to be scheduled, and several other assignments. Your supervisor gives you and two of your coworkers an additional assignment to be completed collaboratively.

Possible Actions:

1. Accept the new assignment and request permission from your supervisor to work overtime.
  2. Discuss your current workload with your supervisor and determine which assignments should be given priority.
  3. Advise your supervisor that you have too much work already and ask her to give the new assignment to someone else.
  4. Tell your two coworkers that you are too busy to work with them on the new assignment and ask them to complete it on their own.
- 

12. Based on the scenario presented above and the possible actions outlined, what is the BEST action to take in response to this situation?

- A. Action 1.
- B. Action 2
- C. Action 3
- D. Action 4

---

It is your day to answer inquiries from the public concerning information on the various programs regulated by the Bureau of Security and Investigative Services. The first caller is an angry security guard company who is upset that an application to license a new security employee was denied.

Possible Actions:

1. Inform the owner of the appeal process for a denied application.
  2. Obtain the owner's name and phone number and explain that you will refer this message to someone who will research the application and get back to the owner.
  3. Determine why the application request was denied, and provide the information to your supervisor.
  4. Explain to the owner that you must first consult the State regulations to determine whether the denial was valid.
-



13. Based on the scenario presented on the previous page and the possible actions outlined, what is the BEST action to take in response to this situation?

- A. Action 1
- B. Action 2
- C. Action 3
- D. Action 4

---

You are giving a presentation to an audience of public officials and members of the public. While you are speaking, an audience member stands up and begins to question and discredit the information you are conveying. Each time you say something that he does not agree with, he stands up, interrupts you, and then tells the audience why he believes the information is false.

Possible Actions:

- 1. Request that security remove the individual from the room.
  - 2. Explain to the audience that you will address questions at the end of the presentation.
  - 3. Tell the individual that you are willing to address his concerns after the presentation.
  - 4. Attempt to quiet the individual by explaining the basis of the information you are presenting.
- 

14. Based on the scenario presented above and the possible actions outlines, what is the BEST action to take in response to this situation?

- A. Action 1
- B. Action 2
- C. Action 3
- D. Action 4

<b>ANSWER SHEET</b>
---------------------

1. The correct answer is C.
2. The correct answer is B.
3. The correct answer is D.
4. The correct answer is C.
5. The correct answer is B.
6. The correct answer is A.
7. The correct answer is B.
8. The correct answer is B.
9. The correct answer is C.
10. The correct answer is C.
11. The correct answer is B.
12. The correct answer is B.
13. The correct answer is A.
14. The correct answer is C.